



## Improve Your Time Management: Teach Yourself (Paperback)

By Polly Bird

Hodder Stoughton General Division, United Kingdom, 2010. Paperback. Condition: New. Language: English . Brand New Book. Is this the right book for me? Improve your Time Management is the definitive guide to the basics of time management - the art of organizing your life so that you are in control. You don't need complicated equipment, dozens of staff or a six-month break to learn how to save time and achieve more. All you need is a willingness to try some of the ideas in this book and the energy to start now. The book starts by asking you what you want to do with your life and explains how to work out how you really spend your time. It helps you to find out what you do that wastes time and tells you how to eliminate it then shows you how to plan your life better so that you deal with important activities and tasks at the most appropriate times. It tackles time-wasting activities such as paperwork, phone calls and meetings. And just to make sure that you aren't the only person in your office working at optimum efficiency, it explains how to instill good time management practices in your...



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